

BRA EMPLOYMENT OPPORTUNITY**PLEASE POST!!****TITLE:** SR. RESEARCH ASSOCIATE/ECONOMIST**JOB POSTING NO.****39-06****POSTING DATE:** **08/28/2006****EMPLOYMENT STATUS:** **BRA****Development Program Employee***(See Definition Attached)***DEPT/DIV:** RESEARCH*Job Postings must remain posted for 10 working days before a recommendation for hire can be made (9/11/06).*

SUMMARY: Under the direction of the Research Project Manager or designee, participate in major research projects on Boston's economy, government and population; prepare research reports, maintain databases, and perform statistical analysis.

Produce research reports to be included in City documents or published within BRA/EDIC. Help plan, design and develop strategy and methodology of research study; may originate study concept or develop topic in response to request from Director. Draft, revise and prepare reports which monitor, assess, discuss and forecast the economy, demography and commercial markets of Boston. Discuss report findings and conclusions with Director of Research or other BRA/EDIC staff as appropriate.

Create, perform and document original research on economic, demographic, fiscal and development issues. Collect, track and analyze data; evaluate sources, consistency, quality, and integrity of data. Maintain and monitor economic databases about the city from a variety of municipal, governmental, public and private sources. Identify and assess trends, events, etc., which may impact city's economy, demographics, finances, prepare forecasts, etc. Assemble, organize and screen data relevant to area of study.

Provide consultation and technical assistance to BRA/EDIC and City staff in areas requiring special expertise in economic analysis, finance and statistics. Coordinate joint research efforts with other City departments.

Screen and review diverse periodicals, journals, newspapers and other sources of current information to update and maintain knowledge of Boston's economy.

Maintain databases necessary for preparation of a variety of reports and documents.

Assist in research and preparation of "Insight" reports and other reports as needed.

Create PowerPoint presentations to communicate research findings and information. Make presentations as required.

Research and prepare "Internal Memoranda" in response to requests from BRA/EDIC staff or other city officials.

Design and carry out survey research studies where applicable.

Provide information in areas of expertise to the general public, community organizations, businesses, students and universities.

Participate in the development and review of methods and procedures of technical recording, processing and analysis of data pertaining to economic or statistical analysis within department or other City departments.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Master's Degree in Economics, related field or equivalent experience, plus more than three years of progressively responsible related experience. Proficiency in word processing (Microsoft Word), spreadsheet (Excel), presentation graphics (PowerPoint) and database applications (Access), is required, as is ability to use specialized forecasting and statistical analysis software.

GRADE: 19**HIRING RANGE: \$51,559.97 - \$61,971.52**

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.Boston.MA.US

An Affirmative Action/Equal Opportunity Employer
BOSTON RESIDENCY REQUIRED ON DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.